

SUPPLEMENTAL JOB DESCRIPTION

Classification: PROGRAM SPECIALIST IV

Function Code: 7126-090

Position Title: Family Planning Program Specialist

Date Established: 8/15/88

Position Number: 19643

Date of Last Amendment: 8/08/06

SCOPE OF WORK: Ensures effective state family planning program operations through management of federal and state funding or grants, supervision of staff, evaluation of work procedures, and the development and modification of policies, data, procedures and guidelines for the state program. Works in collaboration with other Maternal and Child Health professionals to ensure coordination of women's health activities, programs and planning.

ACCOUNTABILITIES:

- Reviews and analyzes data, including statistical, fiscal and agency progress reports such as the family planning client visit record data system and family planning agency progress reports, to ensure compliance with federal reporting requirements.
- Conducts surveys, studies, evaluations, needs assessments and prepares reports to direct program policy planning and resource allocation.
- Prepares, reviews and administers Federal Title X grant to ensure federal funding for the continuation of family planning services.
- Reviews and presents family planning reports for use by administrators for decision-making and policy development.
- Coordinates on-going program planning and develops program plan which includes long and short term goal setting, detailed objectives and activities, and annual timeline which is integrated into the federal Title X grant.
- Develops family planning program budget and monitors expenditure of funds to maintain fiscal accountability.
- Evaluates and monitors all aspects of family planning community grants to contract agencies including contracting, proposal development, review and approval; policy and procedure setting; administrative and clinical practice; and expenditures and resource allocation to ensure the existence and quality of family planning programs and compliance with state and federal rules and regulations.
- Conducts ongoing communication with the federal family planning federal office responsible for overseeing grantee operations in the areas of grants and program management to ensure NH's compliance with federal rules and regulations.
- Oversees the coordination of resources for technical assistance to family planning community agencies in the areas of clinical, data, community education and outreach, administrative and financial management and the coordination of program activities with other programs within the Department.
- Supervises, support and professional staff including hiring, firing, interviewing, performance evaluation, task delegation, and overseeing individual work responsibilities to ensure optimum staff performance.

- Works in collaboration with other Maternal and Child Health professionals to ensure coordination of women's health activities, programs and planning.

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MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in health services administration, public health, management or related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Five years' professional experience in public health or social services, with responsibilities with responsibilities in program research, planning, monitoring, and evaluation. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Valid driver's license and/or access to transportation for use in statewide travel.

PREFERRED SPECIAL REQUIREMENTS: Expertise in reproductive health care and/or women's health programming. Two years' experience in program/project management and grant administration experience.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES: I have reviewed this job description for content.

Reviewer's Name, Title & Position #: Patricia Tilley, Administrator, Position #14792

Reviewer's Signature

Date Reviewed

I have reviewed the content of the above job description with my supervisor.

Employee's Signature

Date

I have discussed the work responsibilities outlined by the job description with the above employee.

Supervisor's Name, Title, Position #: Patricia Tilley, Administrator, Position #14792

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Approved